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SUBJECT: Preliminary Report of Survey of Procedures Being Followed in Briefing Employees on CIA Relationship

1. The survey, recently undertaken, to determine the manner in which applicants and employees are instructed regarding their connection with the CIA is still in process. A progress report on the findings to date should not be regarded as a basis for a conclusive appraisal of deficiencies in current procedures. Although the investigations which have been made clearly demonstrate that certain divergent practices are followed at the various contact points in personnel, they do not show that employees are not adequately and uniformly briefed at subsequent stages, such as the security indoctrination stage and the briefing stage in the operating covert units. Further, the type of instruction accorded employees in the pool has not yet been ascertained; thus no comment can be made concerning the manner, or propriety of the approach be followed there. Parenthetically, it might be noted that this component is currently cooperating with I & S in an endeavor to devise an appropriate procedure.

2. For immediate reference to the determinations made to date, there is summarized below in succinct form the practices being followed in the various operating units which have been surveyed.

a. Personnel Procurement Departmental Recruitment

In those cases where interviewed applicants appear to be promising prospects for employment the applicants are asked to execute the secrecy agreement. They are cautioned not to engage in indiscriminate discussion concerning their application with the Agency, and are advised that in the event the agency is apprised of a breach their opportunity for employment will be jeopardized. It is felt that the current agreement is too harsh and if emphasized might cause rejected applicants to feel their failure to gain employment was due to the security aspect. The office does not broach the subject of CIA connection but upon inquiry permits the applicant to state to immediate associates that he has applied to the agency.

b. Personnel Procurement - Specialized Recruitment

In general recruiters use a negative approach in giving verbal instructions. In the absence of direct questioning information is not generally volunteered. Although all recruiters do not follow

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the same practice of briefing applicants, when the issue is raised most suggest to the applicant that disclosure of CIA interest may be revealed to one's spouse, family, employer, and to others when directly questioned. Oftentimes, applicants are advised to say that they are being considered for employment by other agencies as well. Except in the case of the obviously unfit candidates, execution of the secrecy agreement (mimeographed form) is obtained. It is the agreement's prohibition against disclosure of CIA connection which usually occasions interrogation by applicants. Since most recruiting performed by this division is overt in character there is considerable sentiment within the division that the expectation of no disclosure, implicit in the agreement, is unrealistic.

3. Personnel Procurement - Clerical Recruiting

Because of the futility experienced in attempting to recruit young people for clerical work by using the secrecy agreement, the document is no longer executed. This decision has received the concurrence of I & S. Again, customary way of briefing employees is negative in character. If the question does not arise, no briefing is given. In reply to inquiries, recruiters generally tell applicants that they may divulge CIA interest or that they may initially say that they have applied at a government agency and if the query is pressed to admit that the agency contacted is the CIA. If verbal instructions are given applicants are generally told to be forebearing in the extent to which they relate the connection. Compatible with the overt recruiting approach, clerical recruiters indicate their affiliation with the CIA, and contact letters bearing the CIA letterhead are dispatched by the division in large numbers prior to making actual contacts. It should be noted that despite the recognition by the I & S of the unworkability of a "closed" approach in clerical recruiting, the division recruits personnel in large numbers for covert positions. The sentiment was expressed that a more innocuous type of agreement might be used advantageously.

4. Personnel Procurement - Training Officer

New recruiters are given a security briefing by I & S. Some confusion exists in the written and oral briefings whether use of the secrecy agreement is or is not necessary. In general, recruiters are told in their briefings that secrecy agreements are unnecessary in overt recruiting, and that reference to CIA identity may well be omitted unless the question arises. Recruiters are told that an advisable instruction to give is to have applicants say they have applied at other agencies.

5. Personnel Placement (O)

The division has no systematic procedure for broaching the subject of CIA relationship. Customarily, an applicant-in-process is asked to execute a secrecy agreement if he has not previously prepared the document.

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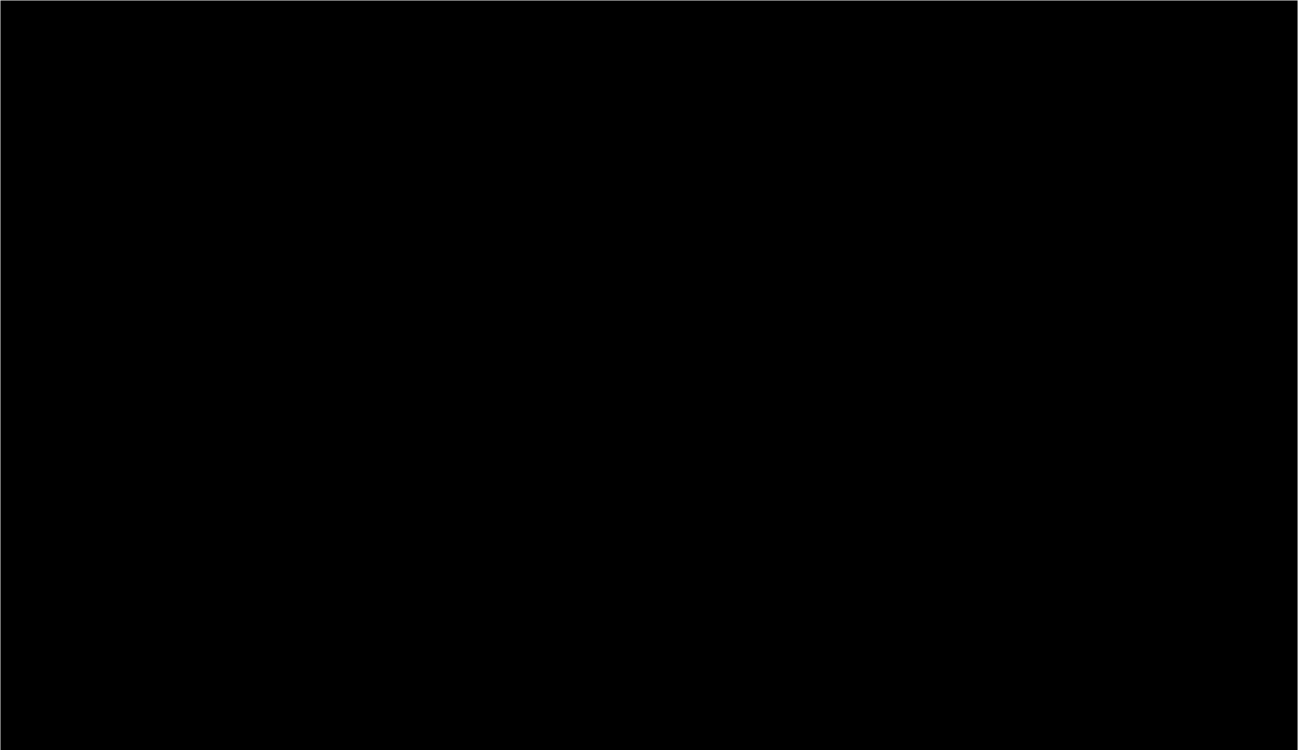
When asked by an applicant, placement suggests that he say he has applied at a number of governmental agencies. If the applicant pushes his inquiry he is permitted to tell his family and friends and is told to use his discretion as to whom the disclosure may be made.

6. Personnel Placement (C)

In most cases covert personnel are asked to execute secrecy agreements if they have not already done so, and are told that a literal construction of the agreement is unnecessary. They are generally instructed, however, to say that they have also applied elsewhere. They are further advised to avoid reference to the CIA as much as possible.

7. Transactions and Records Branch (O)

No information is offered at this point, but advice is given when questions are asked. In such cases employees are permitted to reveal their CIA identity, but they are asked to exercise restraint. They are told not to discuss their organizational unit, type of work or supervisor. Credit references are largely handled by Transactions and Records Branch, PD (O). Information transmitted per request consists of confirming the individual's employment in CIA and designating Mr. [REDACTED] as his supervisor. It was noted that considerable loose conversation occurs among people congregating in and about North Building, especially in regard to the mysterious aspects of employment in CIA. The desirability of a five to ten minutes briefing at this stage was expressed. 25X1A9a



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